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| MJRObjectiveObtain a position full time as HR Specialist or similar position within a local organization. SkillsLeadershipCommunication (written and verbal)Mediation Budget Tracking Multi Project Management MS Office SuiteCRM  |

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| Meredith J. Rice518-556-8199– 51 Waterman Avenue, Albany NY 12205 |

ExperienceProfessional • MVP Healthcare • Sept 2016 TO Jan 2021Liaison for both the State of New York and the State of VT ACA Marketplace. Solely responsible for both Private and Public healthcare marketplaces. Multi project management, assistant to VP of Sales (key contributor to service improvement, payment policy as well as all other projects as assigned), handle all escalated complaints from Attorney General’s office. Manage and maintain excellent relationships between MVP and the customer (State Agencies).Executive Assistant • dsm • 2013 – September 2016Assistant to VP Global Sales Project Management, Meeting and Event planning and coordination. Travel and calendar management. Global meeting integration (working with colleagues in China, Switzerland and Ireland). Budget, Sales and general office management for VP.Executive Assistant • Nationwide Retirment Solutions• 2003 – September 2013Assistant to VP East Region Budget and Travel Planning – Expense Reporting, Sales and Database management, Training, Onboarding, Employee engagement, meeting coordination and event planning. EducationMasters of Science, Organization Management • 2012 • Sage Graduate collegeMagna cum laude, Dean’s List (all consecutive terms), Certificate of Excellence, Concentration in Global Studies with focus in ChinaBS, Business Administration • 2009 • Sage College of AlbanyConcentration in Business Psychology, Human ResourcesVolunteer Experience or LeadershipBoard Member – Leadership Tech Valley (Chamber of Commerce)Graduate – Leadership Tech ValleyCity Mission of Schenectady VolunteerBoard Member Shaker Heritage Society  |